



USE OF AV-EQUIPPED CAMPUS CLASSROOM SPACE

The majority of Wheelhouse Courses that meet on campus meet in assignable classroom spaces that the Wheelhouse Course office reserves through the Timetable and Campus Space Office. This includes rooms that are audio visually (AV) equipped.

Any instructor using one of these AV equipped rooms needs to connect with the AV Manager for the building/room that they are using for a quick orientation and to obtain either an access code or key in order to use the equipment. Your Program Planner will provide you with that person's name and contact information.

In most cases the orientation can be accomplished over the phone along with an access code to "unlock" the equipment. There are still a few rooms that require a key pick up and return. This need only be done once (pick up key before class starts, return key after class is over), not every class session.

The UW has also made available several on-line resources to aid in use of the AV equipped rooms by all users...

Here is information for lots of the AV Rooms, including equipment in each, picture of the room and an instruction manual:

<http://www2.fpm.wisc.edu/support/Classrooms/Classrooms.htm>

Here is a link to an online training module that was designed for student organizations:

http://www2.fpm.wisc.edu/support/SOO_Training/page_00_SO0%20AV%20Orientation.htm

Additional info on troubleshooting here:

<http://www2.fpm.wisc.edu/support/Troubleshooting/Troubleshooting.htm>

If you have trouble making these links/URLs work try copying and pasting them into your web browser.